

## **NOAA GIS Committee**

### **Terms of Reference**

#### **Purpose:**

The National Oceanic and Atmospheric Administration (NOAA) Geographic Information System (GIS) Committee evaluates corporate NOAA GIS requirements, providing related recommendations to the NOAA CIO Council and developing enterprise wide approaches for managing spatial data resources.

#### **Membership:**

- Chair: Tony LaVoi (NOS), 843-740-1274, [Tony.Lavoi@noaa.gov](mailto:Tony.Lavoi@noaa.gov).
- Executive Secretariat: Kim Owens (NOS), (301) 713-1156 x109, [Kimberly.Owens@noaa.gov](mailto:Kimberly.Owens@noaa.gov).
- Members:
  - NESDIS -Ted Habermann
  - OAR - Nazila Merati
  - NMFS - Randy Wilkins
  - NWS - Robert Bunge
  - NMAO - Tom Stepka
  - NOS - Tony LaVoi
- Contact person: Tony LaVoi (NOS), 843-740-1274, [Tony.Lavoi@noaa.gov](mailto:Tony.Lavoi@noaa.gov).
- Working groups:
  - None currently, but ad hoc groups comprised of NOAA GIS Committee members, subject matter experts, and volunteers may be established to address specific deliverables. At the conclusion of the specific assignment, the ad hoc group will disband.

#### **Roles and Responsibilities:**

- Members:
  - Attending meetings or ensuring there is an official alternate present.
  - Communicating the actions, discussions, and agreements of the NOAA GIS Committee to their Line Office senior management and GIS community.
  - Ensuring that assignments agreed to by the NOAA GIS Committee are completed by the target date.
- Committee:
  - Evaluate the existing status of geospatial activities and assets within the agency (e.g., hardware, software, people, skills, data, applications, and others).
  - Conduct a needs assessment to identify the requirements both within NOAA and external to NOAA that justify the need to develop a NOAA-wide GIS architecture.
  - Determine the elements available for creating a NOAA-wide architecture given the existing status in each Line Office.

- Recommend to the NOAA CIO Council alternatives, preferred options, and policies along with an implementation strategy that will include a schedule and required resources.
- Serve as NOAA’s forum for developing organizational-wide approaches for managing spatial data resources.
- Meeting Frequency:
  - Monthly or on an as-needed basis.

**Decision-Making Process:**

Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

**Charter:**

- The NOAA GIS Committee was created under the direction of the NOAA Chief Information Officer’s (CIO) office in January 2003. The Committee will stay in effect until terminated by the NOAA CIO Council.